

ADMINISTRATIVE SECRETARY

DEFINITION:

Under general supervision, provides responsible, varied, and occasionally confidential secretarial and office administrative assistance for a department director and associated supervisory and professional staff members; performs related work as required.

CLASS CHARACTERISTICS:

This class is distinguished from other administrative support classes by the diversity and consequences of the assigned responsibilities. The exact nature of the work will vary with the department to which assigned; however, all positions require the use of initiative, independent judgment and discretion in addition to highly developed office administrative skills. Duties of each Administrative Secretary position may vary based on department to which assigned and may be responsible for supervising other department clerical staff.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Perform responsible administrative work which varies with the assigned department and which may include providing technical information regarding departmental activities to the public.
2. Receive and screen visitors and telephone calls.
3. Provide information which may require the use of judgment or the interpretation of policies and procedures.
4. Research and compile a variety of informational materials.
5. Prepare or update periodic and special reports relating to the activities of the department.
6. Type a wide variety of correspondence, reports, ordinances, resolutions, and documents, using a typewriter or personal computer, and some of which may be confidential in nature.
7. Review finished materials for completeness, accuracy, compliance with policies and procedures, and appropriate English usage.
8. Organize and maintain departmental files.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

9. Relieves staff of certain administrative matters by transmitting information, keeping informed of pertinent matters, making appointments and keeping a calendar, and making meeting arrangements.
10. Assist staff in learning computer applications.
11. Maintain, disburse, and reconcile petty cash funds.

Some Administrative Secretary positions may:

1. Conduct and independently carry through a variety of special projects related to the activities of the department.
2. Take and transcribe minutes of meetings.
3. Supervise other clerical support staff.
4. Type a wide variety of correspondence, reports, ordinances, resolutions, and documents exercising a high level of confidentiality.
5. Provide liaison, coordination and staff support to a commission, board or committee.
6. Order furniture and office supplies.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Compose correspondence and routine form letters from brief instructions.
2. Provide back-up or relief support to other City departments.
3. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Standard office administrative and secretarial practices and procedures, including business letter writing and the operation of common office equipment, including personal computer.
2. Record keeping, report preparation and filing methods.

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Knowledge of (Continued):

3. Correct English usage, including spelling, grammar, punctuation and vocabulary.
4. Public sector budget techniques.

Skill in:

1. Providing varied secretarial, clerical, and office administrative assistance to one or several managers, supervisors, or others.
2. Researching, compiling and summarizing varied informational materials and preparing periodic or special reports.
3. Typing at a rate of 50 net words per minute from printed copy and type accurately from rough drafts or voice recording equipment.
4. Composing correspondence and completing projects from brief oral or written instructions.

Ability to:

1. Use initiative and independent judgment within established guidelines.
2. Use tact and discretion in developing and maintaining effective working relationships with those contacted in the course of the work.
3. Maintain and organize a variety of files.
4. Organize work, set priorities, meet critical deadlines, and follow-up on assignments with minimum supervision.

JOB REQUIREMENTS:

1. Equivalent to the completion or graduation from high school.
2. Three years of responsible secretarial or office administrative experience.
3. Typing at a rate of 50 net words per minute from printed copy.
4. Willingness and availability to routinely work evening hours.
5. Possession of a California Class C drivers license in compliance with adopted City driving standards.

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OTHER QUALIFICATIONS:

1. Business or secretarial school training is desired.
2. Specified positions may require the use of bilingual skills.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard, and printer
3. Copy machines
4. Fax machines
5. Telephone
6. Typewriter
7. Answering machine
8. Tape recorder
9. Automobile
10. Binding machine
11. Labeling machine

Some Administrative Secretary positions may use:

12. Camera
13. Laminator
14. Shredder
15. Transcribing machine

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/hearing
3. Seeing
4. Sitting/standing
5. Use of fingers/manual dexterity
6. Speed in using office equipment in a safe manner
7. Driving
8. Lifting up to 30 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 99% of the time
Outdoors: varying conditions, 1% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning and/or open door
6. Dust: normal, indoor levels